

<b>ARIZONA</b> <b>Department of Emergency and Military Affairs</b>  <b>POLICY LETTER</b>	<b>POLICY LETTER NO. 10.03</b>	
	<b>DATE 03 JAN 2007</b>	<b>OPR DEMA-TAG</b>
<b>SUBJECT: Official Correspondence</b>	<b>REGULAR POLICY LETTER DISTRIBUTION (POLICY LETTER 10.01)</b>	

1. DEMA letterhead stationery (with gold seals) will be used only for official correspondence. Official correspondence is defined as that which represents the official position of The Adjutant General.
2. Division Directors may authorize other letterhead stationery for their use and that of their subordinate organizations, as they deem appropriate. Division level stationery may not have gold seals and must identify the name of the agency director. The division director's name may be added under that of the agency.
3. The following signature blocks are authorized for official DEMA correspondence:
 

DAVID P. RATACZAK  
Major General, AZ ARNG  
The Adjutant General

HUGO E. SALAZAR  
Director, Army National Guard

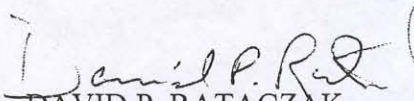
MICHAEL J. SHIRA  
Major General, AZ ANG  
Director, Air National Guard

LOUIS B. TRAMMELL  
Director, Division of Emergency Management

EDWARD L. FLINN  
Director, Joint Programs Division

ANDREW L. ALLEN  
Department Chief Auditor
4. Signature blocks will be placed on correspondence in the proper location according to instructions provided in Air Force Regulation AFM 37-126 or Army Regulation 25-50, as appropriate. Civilian signature blocks are placed according to appropriate civilian format.
5. When correspondence is prepared at the Division of Emergency Management or Joint Programs Division requiring the signature of the Adjutant General, the following signature block will be used:

DAVID P. RATACZAK  
Major General, AZ ARNG  
Director

  
 DAVID P. RATACZAK  
Major General, AZ ARNG  
The Adjutant General